

Dorothy Hull Library  
Windsor Charter Township Library  
Board Meeting Minutes  
Thursday July 20, 2023

- 1) Meeting called to order at 6:00PM by Reznick. Members present Meade, Gould, Runels, excused Watson and Tardino.
- 2) There was no public comment.
- 3) MOTION: To approve the agenda with the addition of item 7vii, made by Gould, 2<sup>nd</sup> Meade, approved unanimously.
- 4) MOTION: To accept the minutes of June 15 with corrections to: 8) line 3 to read ‘...staff work schedule once all hires...’ and 8)cii line one ‘...no changes added...’ made by Gould, 2<sup>nd</sup> Meade, approved unanimously.
- 5) Financial Report:
  - i. Tardino has stepped down as chair and Meade will assume that position.
  - ii, The \$500.00 in the “Go Fund Me” account will remain to keep the account open.
  - iii. Final attorney fees were received.

Discussion: In the future the Financial Report will deal with current actions and to review the financial status of the library.

MOTION: To accept the Financial report pending audit made by Reznick, 2<sup>nd</sup> Gould, approved unanimously.

- 6) Old Business:
  1. LSTA Grant: the Library has met the State required guideline for reporting and will input the pre and post installation reports. Two benches are in transit and the third has been received. The consultant will complete and submit a depreciation report every two years.
- 7) New Business:
  - I. Miles Plumbing “jetted” the clogged sewer lines and recommends the Library replace the water tank. MOTION: To allocate at least \$4424.00 for the estimated bill for plumbing services (the final bill to be resolved at the August meeting) made by Runels, 2<sup>nd</sup> Gould, approved unanimously.
  - II. By Law revisions: A draft has been distributed to the board members with acceptance to be voted on at the August meeting to allow for time to review.
  - III. Final ¼ Discussion and recommendations: The Board to create a list of wants and needs in the 4<sup>th</sup> quarter’
  - IV. 5 Year Goals: Reznick will compile a list of goals and suggestions and add anything that might be needed.

- V. Co-Op tech Grant and Purchases: Communication with Woodland C0-Op really has not been advanced and the Library had not submitted request for reimbursement. The Library will apply for a \$2000.00 grant for “Innovation” to upgrade the computers.
- VI. Reznick will supply a list of contact names and addresses for the letters of recognition to be sent to Library supporters in the Township and Village who greatly assisted in the passage of the Library millage.
- VII. MOTION: To approve the Woodland Co-Op contract for services made by Meade, 2<sup>nd</sup> Runels. Roll Call Vote: Meade, YES  
Runels, YES  
Reznick, YES  
Gould, YES  
Approved Unanimously.

8) Information, Communication, etc:

I Library Director’s Report :

- a. 73 total participants in the Summer reading Program
- b. 29 new Library Cards were issued in May, 34 in June and 21 so far in July.
- c. Three new staff members have been hired Erin Cumberworth, Janine Eastman and Hanna Sherman. Hanna has received her Library of Michigan Certification and Erin and Janine’s are pending.
- d. The Director has requested an additional \$500.00 to expand the Library hours from 31 to 39 hours. MOTION: To allocate \$500.00 for expansion of hours made by Gould, 2<sup>nd</sup> Runels, approved unanimously.

II. Circulation Report: Fifty (50) patrons came to the Library on the first Saturday opening. A new report will be created to give a more accurate “quality” count and to look for trends.

III. Committee Reports:

- a. Finance: Meade is working on a more accurate financial work sheet.
- b. Strategic Plan: The plan is set for the calendar year.
- c. Human Resources: HR will meet in August. Reznick will look into the feasibility of a contract to hire a “mentor” for the Library Director to expand her abilities.
- d. Presidents Report:
  - i. The State of Michigan reply has been sent out
  - ii. The Library will stay with the current insurer but an update of the Library’s coverage is needed. The agent is to send a new fee schedule before October 1<sup>ST</sup>.
  - iii. Inservice webinar on “The Right to Read” was discussed.

9) There was no public comment.

10) MOTION: To adjourn made at 7:40PM by Runels, 2<sup>nd</sup> Gould, approved unanimously.

Submitted for approval

Richard J. Runels

Recording Secretary